

TWPPO PROCEDURE:	ENTERING BETA INVOICES	PRO(TWPPO)-045.000
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Entering Beta Invoices

I. Purpose:

The purpose of this procedure is to describe the steps of entering and calculating BETA invoices into its excel spreadsheet.

II. Cautions and Hazards:

- None.

III. Requirements:

- None.

IV. Procedure:

A. Steps:

1. Open BETA spreadsheet found on the server in Lucia's "Exchange" folder.
2. In the first column, enter the invoice number of the BETA invoice.
3. In the second column, enter the Period of Performance.
4. In the third column, you will enter the Labor Amount. This labor amount is tallied by entering the cost amount for each technician or consultant found under the current period column.
 - Enter the formula "=SUM ()" to add the amounts.
5. In the fourth column, enter the amount listed for Travel & Other Direct Costs.
6. In the fifth column, enter the amount listed for G&A on ODC's.
7. In the sixth column, enter the amount listed for the New Mexico Gross Receipts Tax.
8. In the eighth column calculate the total by entering the formula "=SUM(C5:F5).
 - This amount should be the same as that on the BETA invoice. If it is not go back and check the formulas and the amounts you entered. If the information you enter is correct and the totals are

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still not matching BETA made a mistake and you need to call them and see where the mistake lies.

9. Then, in the last column, enter the hours listed for each technician or consultant.
10. Finally, be sure and save the additions to the spreadsheet, print it, and place a copy in the BETA binder in Cheryl's office.